

TD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

GC 28074

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICE
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Public Utilities Commission	(2) AGENCY BILLING CODE 59000	(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Energy Division	(5) ADDRESS 505 Van Ness Avenue San Francisco, CA 94102	

CHECK THE APPROPRIATE BOX

- (6) ☒ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
 (7) Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
 (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER END-1	(10) SCHEDULE DATE 12/31/2007	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 1350
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED (17)

(17) MISSION/FUNCTIONAL STATEMENT **Energy Division -- We collaboratively develop and administer energy policy and programs to serve the public interest, advise the Commission, and ensure compliance with Commission decisions and statutory mandates. We provide objective and expert analyses that promote reliable, safe and environmentally sound energy services at lowest reasonable rates for the people of California.**

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Mark S. Ingwell</i>	(19) TITLE Admin Asst II	(20) PHONE NUMBER 415 703-2190	(21) DATE SIGNED 1/3/2008
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Dary Richard Munham</i>	(23) CLASSIFICATION BSO II	(24) NAME (Printed or Typed) DARY RICHARD MUNHAM	(25) PHONE NUMBER (415) 203-1860	(26) DATE SIGNED 02/01/2008
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

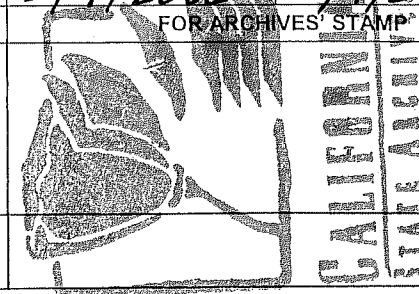
(27) SIGNATURE – CalRIM CONSULTANT <i>Janet C. Sanchez</i>	(28) APPROVAL NUMBER 08-045	(29) DATE SIGNED 2/7/2008	(30) EXPIRATION DATE 2/7/2013
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☐ Contains no material subject to further review by the California State Archives
 (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney C. Bailey, Archivist</i>	(34) DATE SIGNED 2/25/08
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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	30		<u>ADMINISTRATIVE RECORDS unit 320</u> [Front Office Records] Administrative Correspondence	P		5	2		7		Inactive when correspondence inquiries/requests satisfied. Destroy on-site.
2	10		Chron. Files: Fax Copies	P		5	2		7	XI	Front office backup duplicates of all Energy Division correspondence, excluding attachments. Destroy at SRC.
3	16		Personnel/Training Records & Related Documents	P		7	2		9	XI	Personnel files become inactive when employee transfers or terminates, and no possibility of litigation exists or no proper claim is filed. Training materials are active until superseded or after training completed. Destroy on-site.
4	12		Invoices, Service Contracts, Requisitions & Related Documents	P		5	2		7		Destroy on-site four years from date record becomes inactive (i.e., when invoice paid, when requisitioned stock is received, or when service contract no longer in effect).
			<u>PROGRAM RECORDS</u>								
5	379	NOTIFY ARCHIVES	Procurement Renewable and Climate Strategy <u>unit 321</u>	P		2	1	7	10	XI	Advice Letters, Working papers on Energy Procurement including CA Solar, Various other Renewable Type Energy for Commissioners, Commission staff and the public. Become inactive when matter is finalized.
6	351	NOTIFY ARCHIVES	Rate Regulation, Analysis and Policy <u>unit 322</u>	P		2	1	7	10	XI	Advice Letters, Working papers on rate regulation, general rate policy for Commissioners, Commission staff and the public. Become inactive when matter is finalized.
7	263	NOTIFY ARCHIVES	Transmission Permitting & Reliability <u>unit 323</u>	P		2	1	7	10	XI	Advice Letters, Federal Energy Policy papers, CEQA, Transmission permitting papers, Electric system reliability papers for Commissioners, Commission staff and the public. Become inactive when matter is finalized.
8	284	NOTIFY ARCHIVES	Demand Side Resources <u>unit 324</u>	P		2	1	7	10	XI	Advice Letters, Public Purpose programs – Energy Efficiency/Low Income and Demand Response – papers for Commissioners, Commission staff and the public. Become inactive when matter is finalized.
			<u>RECORDS MANAGEMENT</u>								
9	1		Std Form 70, Records Inventory Worksheet	P		CURRENT			CURRENT		Retain as CURRENT until next inventory, or when no longer needed for reference or analysis, whichever is later. Destroy on site.

08-045

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

10	1		Std. Form 71, Records Transfer List	P		CURRENT			CURRENT		Retain as "Active" until records have been either destroyed, retired permanently, transferred to SRC.
11	1		STO. 73 Records Retention Schedule	P		CURRENT			CURRENT		RETAIN AS CURRENT UNTIL REVISED. NOTE: Although revision is required every five years from date of approval from DGS, RRS that are not revised remain in effect but are not considered "Active". Destroy on site
12	1			P							
13	1		Authorization for Records Destruction (Computer Printout)	P		4			4		Retain for 2 years from date destruction is authorized. Then retain 2 more years or until audited, whichever occurs first. Destroy on site.
	1350										

* Provide total of office and departmental